# MAYERS MEMORIAL HOSPITAL DISTRICT

# Finance Committee Meeting

**<mark>Wednesday,</mark>** *January 24, 2018 – 9:00 a.m.*

Boardroom, Fall River Mills

| Meeting called by: | Allen Albaugh, Chair | Type of meeting: | BOD Committee |
|---|---|---|---|
| | | Board Clerk: | Jessica Stadem |
| **Attendees:** | Allen Albaugh, Committee Chair, Board Member<br>Abe Hathaway, Board Member<br>Louis Ward, CEO<br>Travis Lakey, CFO | | |

## ----- Agenda Topics -----

| | Attachments | | |
|---|---|---|---|
| 1) Meeting Called To Order | | Albaugh | |
| 2) Requests from audience to speak to issues/agenda items | | Albaugh | |
| 3) Approval of FC Minutes (December 20, 2017) | A | Albaugh | Action |
| 4) Department Reports:<br>  • Acute/Nursing<br>  • IT<br>  • Maintenance | | Overton<br>Broadway<br>Burks | Report<br>Report<br>Report |
| 5) Financial Reviews – *(will be sent by T. Lakey, CFO)*<br>  a) December Financials<br>  b) Accounts Payables (AP)/ Accounts Receivable (AR) | | Lakey | Action<br>Action |
| 6) SNF Van Purchase | | Ward | Discussion |
| 7) HVAC Feasibility Study | B | Harris | Discussion |
| 8) Building Update | | Ward | Report |
| 9) Administrative Report | | Ward | Report |
| 10) Other | | | |
| Adjournment | | | |

*Posted 1/18/18 by Jessica Stadem*

## Mayers Memorial Hospital District

## Board Finance Committee Meeting
## MINUTES — December 20, 2017 4:00 p.m.

BFC Attendance:
Allen Albaugh
Abe Hathaway
Louis Ward, CEO
Travis Lakey, CFO

Other:
Jessica Stadem
Val Lakey
Ryan Harris
Jack Hathaway

| DRAFT |
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| **DRAFT** **Attachment A** |

*(These minutes are not intended to be a verbatim transcription of the proceedings and discussions associated with the business of the board's agenda; rather, what follows is a summary of the order of business and general nature of testimony, deliberations and action taken.)*

| SUBJECT | DISCUSSION | |
|---|---|---|
| CALL TO ORDER | The meeting was called to order by Albaugh at 4:04 p.m. in Burney | |
| Requests from Audience to Speak | None | |
| Minutes | The minutes from the BFC meeting held 11/29/17 were approved. *(Hathaway/Albaugh) – Approved all* | **Approved** |
| Financial Reviews | *(Hathaway/Albaugh) – Approved All*<br><br>Travis sent separately.<br>a) November Financials<br>b) Accounts Payables (A/P)/Accounts Receivable (A/R) – A/P up because the ultrasound still needs to be paid (quote down to $94k); $37,555 due to OSHPD for old project, will be paid off soon, current OSHPD is paid as bills come in; lab numbers have decreased, try to get price sheets from LabCorp, Qwest, etc. by January meeting.<br>c) BOD Quarterly Finance Review | **Approved** |
| Capital Expenditure Plan Review | CEP is Foundation requirement, needs to be approved by District board, used to search for grants<br><br>Replace van, quote for 4x4 $60k<br><br>$250k SNF refresh, $43k from IHF (19 rooms, hallways, dining room, nurses station)<br><br>Committee recommend to full board for approval | **Approved** |
| Building Update | Will report at regular meeting | |
| Administrative Report | Will report at regular meeting | |
| Adjournment | Meeting was adjourned at 4:50 pm | |

By: Jessica Stadem

**INTECH MECHANICAL**
*"Performance Through Planning"*

**January 8, 2018**                **DIR# 1000010572**                **SP-18-096**

**To:**    **Mayers Memorial Hospital District**
**Attn:  Ryan Harris/Director of Operations**

**Re:**    **Mayers Hospital – HVAC Feasibility Study**

**Intech Mechanical LLC** is pleased to present for your consideration our **Mechanical and Plumbing** proposal for the above referenced project per plans, job walk and information provided.

| **BASE ENGINEERING PRICE:** | **$ 28,500.00** |
|---|---|

*DESIGN INCLUSIONS:*

Provide Professional Mechanical Engineering and Drafting services to assist Mayers to determine the most cost-effective approach to replace the existing HVAC systems with the goal to help bring the existing mechanical, plumbing, and Medgas systems in the hospital up to code (including the 2030 upgrade requirements).

- Meet with the customer on site to discuss the long-term goals of the facility, obtain a list of areas with climate control problems, and potential phasing to minimize the impacts to the daily operations
- Provide field work on site (same trip as above meeting) to gather as-built conditions and equipment info (although the study will be primarily about HVAC, the as-built plumbing and medgas systems will be reviewed to determine the impacts associated with the HVAC).  Note that it is assumed that maintenance staff will provide/set up ladders and/or dust containment systems to view the equipment, ducting, and piping systems.
- Review as-built documentation and previously provided studies
- Obtain equipment cutsheets as necessary
- Perform preliminary HVAC load calculations and equipment sizing
- Work with Architect (contracted separately) to determine a rough scope and phasing plan
- Provide schematic design work to convey recommendations and to allow estimates to be prepared
- Perform 2D CAD drafting
- Submit a report of findings electronically with recommendations and estimated costs

| **ADDITIVE ENGINEERING PRICE:** | **$ 3,500.00** |
|---|---|

*DESIGN INCLUSIONS:*

Provide additional Professional Mechanical Engineering services to prepare, present, and discuss the report findings with the customer on site.

*EXCLUSIONS:*

- Weekly design meetings
- 3D Modeling
- Plumbing/Medgas Assessment work (however any deficiencies found or issues associated with the HVAC changes will be discussed and included in the estimates)
- Structural, Electrical, Civil, Fire, or Acoustic Engineering/Drafting
- Architectural design support
- Courier Svcs
- Preparation of bid documents
- Construction and or repairs of any kind
- Weekend and or off hours
- Any task not included in the scope stated above

Thank you for the opportunity to quote this project and please feel free to contact me if you have any questions or need further information.


Sincerely,

Gary Storck
Engineering Manager




**QUOTATION VALID FOR 30 DAYS**
**PAYMENT TERMS NET 30 DAYS WITH A MAXIMUM 5% RETENTION**
**PAYMENTS LATER THAN 45 DAYS TO BE ASSESSED A 1% PENALTY**